

MHLONTLO LOCAL MUNICIPALITY



SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/2020

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FOREWORD BY THE MAYOR

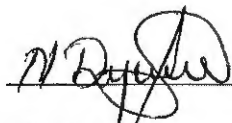
Service Delivery and Budget Implementation Plan (SDBIP) is a strategic financial management and implementation tool to ensure that the budgetary decisions are aligned with IDP. It serves as a contract between the Council, administration and the Mhlontlo community. This document further strives to critically evaluate the ability and capacity of the Municipality to ensure the realisation of the 2019/20 financial year plan.

Mhlontlo local municipality has intent to fully dissect the environment in which it operates, in order to understand the prevailing challenges and have remedial actions taken. As it is the time to review the five year IDP, it has become so critical that the municipality does not try to have fundamental changes on the community priorities. Had it been the case, there would be some priorities that could not be fully implemented. It is within the legislative framework that the municipality should focus on simple, measurable, achievable, realistic and time-bounded objectives; hence no fundamental changes on the **Strategic Planning document, IDP and SDBIP**.

It is still relevant to admit that Mhlontlo local municipality is faced with many service delivery challenges that directly emanate from the fact that it has limited sources of revenue generation. That alone heavily contributes to the scourge of unemployment as identified to be one of the national “triple challenges”. Despite the afore said challenge, it is acknowledged that the community mostly comprises of the indigent people who rely more on social grants and have less number contributing to the municipal revenue. However, the municipality is committed to reasonable spend the allocations according to the identified priorities. This means proper planning with proper implementation that is accompanied by monitoring and evaluation system.

Also worth recognising when presenting this tool is the role played by the community in the development of the Integrated Development Plan (IDP) of the municipality as a bottom up approach, that is, community involvement as stated in chapter 4 of the *Local Government: Municipal Systems Act 32, 2000*.

To conclude, it would be a mistake not to extend a word of appreciation to the administration of the municipality for the unwavering support given to the politicians and communities during the period of reviewing IDP and Budget. It was really a process that required dedication and undaunted hearts to accommodate citizenry in quest of development. It is obvious that without cohesion in the collective of the principal committee of the municipality- Executive Committee, and the whole crew of the politicians, it would have been impossible to reach the destination.



Cllr N. Dywili

(Mayor-Mhlontlo LM)

31/05/2019

Date

EXECUTIVE SUMMARY

The Mhlontlo Local Municipality in compliance with circular 13 of the MFMA Act 56 of 2003 is required to produce a Service Delivery and Budget Implementation Plan to show the following:

- Monthly projections of revenue and expenditure for the operation and capital budgets
- Quarterly service delivery targets and performance indicators.

Each month the Municipal Manager must present the Mayor with a report showing how income and spending is progressing against these projections. Every quarter the Mayor must report to the Council on the progress of the budget.

SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS

The municipality, starting from the review of its Strategic planning document had a series of meetings that were mandated to have clear objectives, targets and performance indicators developed. The IDP and SDBIP for the financial year in question reflect as such. Directorates are therefore expected to give an account of their performance on quarterly basis, and finally have end of the year report reflecting expenditure trends according to the SDBIP.

It is mandatory that performance contracts for the municipal manager and heads of departments (section 54 and 56 Managers) are reflective of the targets for purposes of measurability. It is imperative that these targets are adhered to and only tampered with upon receiving a Council resolution.

THE COMPONENTS OF SDBIP

The SDBIP is comprised of five components which are as follows:

1. Monthly projections of revenue to be collected for each source
2. Monthly projections of expenditure (operating and capital) and revenue for each vote
3. Quarterly projections of service delivery targets and performance indicators for each vote
4. Ward information for expenditure and service delivery
5. Capital works plans

The SDBIP provides vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the Mayor, Councillors, Municipal Manager, Senior Managers and the community to know the direction that the municipality takes in delivering services to the clientele.

THE SDBIP PROCESS IN MHLONTLO

The production of the SDBIP has been co-ordinated between the Budget and Treasury Office and Strategic Management directorates and without disregard of the role played by others. The detailed monthly budget estimates and the quarterly performance indicators are contained in the actual departmental expectations.

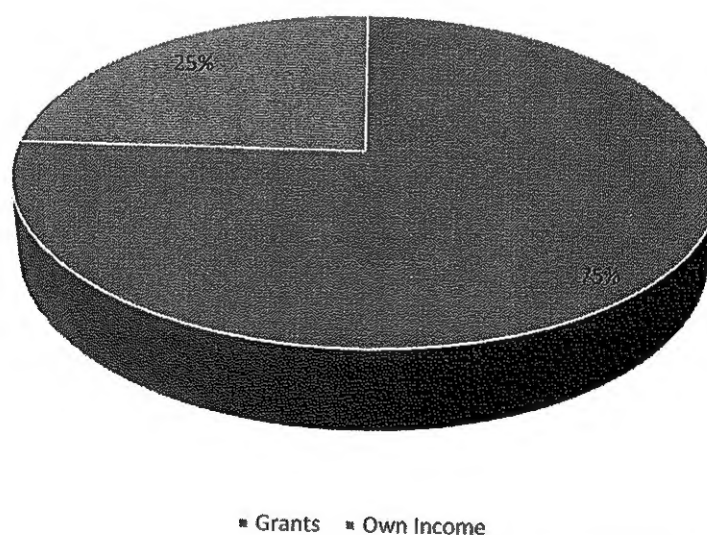
REVENUE

Previous year trends have been used to provide the estimates for 2019/2020 and the previous comments on the shortcomings in this methodology apply to revenue as well. The information is shown by revenue source. The estimates are based on budgeted income rather than cash collected. The income budget for 2019/2020 is R 229.4 million.

Description	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousands	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Financial Performance										
Property rates	31 807	17 115	8 883	21 015	16 601	16 601	--	16 601	17 497	18 442
Service charges	1 158	1 278	1 360	1 377	1 377	1 377	--	1 449	1 527	1 610
Investment revenue	3 559	3 918	5 187	4 279	6 979	6 979	--	6 300	6 641	6 999
Transfers recognised - operational	182 184	174 668	175 073	171 125	172 407	172 407	--	200 396	211 217	222 623
Other own revenue	4 955	5 522	5 005	29 386	4 751	4 751	--	4 707	4 961	5 229
Total Revenue (excluding capital transfers and contributions)	223 664	202 502	195 509	227 183	202 116	202 116	-	229 453	241 844	254 903

Below is a graphic presentation of own revenue and grants income

Operating revenue budget



OPERATING EXPENDITURE BUDGET

The annual operating expenditure has been broken down into monthly projections by applying the trends of the previous year's spending to each line item in the budget. The projections are shown by each directorate and by expenditure type. The following should be taken into account:

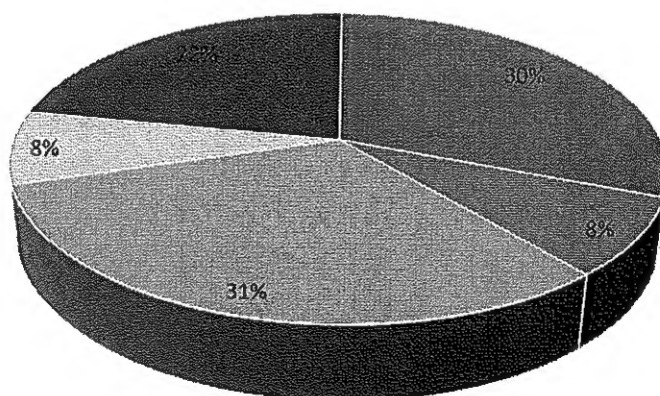
- There is a risk of building into the plan undesirable trends. For example, the graph below shows the high level of spending anticipated in the financial year.
- There may have been extraordinary events in the past years that have skewed the trends. The financial year under review may not have the same trends although they are in the SDBIP.
- The estimates are based on percentage spending per month and do not take into account any over or under spending on particular items.

Total operating expenditure budget for 2019/2020 is R 341.3 million

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Expenditure By Type											
Employee related costs	2	75 695	78 876	81 097	95 075	96 349	96 349	—	116 101	122 371	128 971
Remuneration of councillors		16 411	16 364	17 671	25 626	18 737	18 737		22 176	23 373	24 635
Debt impairment	3	12 393	19 348	(724)	0	24 500	24 500		22 500	23 715	24 996
Depreciation & asset impairment	2	96 373	114 388	102 271	98 503	105 753	105 753	—	115 763	122 014	128 601
Other materials	8	2 985	3 320	3 954		6 704	6 704				
Contracted services		—	—	—	23 957	27 169	27 169	—	7 871	8 296	8 744
Transfers and subsidies		—	—	—	—	—	—	—	2 283	2 406	2 536
Other expenditure	4, 5	—	—	—	70 517	52 757	52 757	—	54 701	57 654	60 768
Loss on disposal of PPE		407	2 066	1 273							
Total Expenditure		204 264	234 360	205 541	313 679	331 970	331 970	—	341 394	359 829	379 261

Below is a graphic presentation of operating expenditure

Operating expenditure budget



- Employee related costs
- Remuneration of councillors
- Depreciation & asset impairment
- Contracted services
- Other expenditure

MONTHLY REVENUE AND EXPENDITURE BUDGET

MONTHLY CASH FLOWS	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Cash Receipts By Source															
Property rates	1,383	1,383	1,383	1,383	1,383	1,383	1,383	1,383	1,383	1,383	1,383	1,383	16,601	17,497	18,442
Service charges - refuse revenue	121	121	121	121	121	121	121	121	121	121	121	121	1,449	1,527	1,610
Rental of facilities and equipment	3	3	3	3	3	3	3	3	3	3	3	3	38	40	42
Interest earned - external investments	525	525	525	525	525	525	525	525	525	525	525	525	6,300	6,641	6,999
Interest earned - outstanding debtors	33	33	33	33	33	33	33	33	33	33	33	33	402	424	447
Fines, penalties and forfeits	7	7	7	7	7	7	7	7	7	7	7	7	80	85	89
Licences and permits	133	133	133	133	133	133	133	133	133	133	133	133	1,597	1,683	1,774
Agency services	108	108	108	108	108	108	108	108	108	108	108	108	1,296	1,366	1,440
Transfer receipts - operational	66,799				66,799				66,799				200,396	211,217	222,623
Other revenue	108	108	108	108	108	108	108	108	108	108	108	108	1,293	1,363	1,437
Cash Receipts by Source	69,220	2,421	2,421	2,421	69,220	2,421	2,421	2,421	69,220	2,421	2,421	2,421	229,453	241,844	254,903
Other Cash Flows by Source															
Decrease (increase) in non-current investments	18,417				18,417				18,417				55,250	58,234	61,378
Total Cash Receipts by Source	87,637	2,421	2,421	2,421	87,637	2,421	2,421	2,421	87,637	2,421	2,421	2,421	284,703	300,077	316,282
Cash Payments by Type															
Employee related costs	9,675	9,675	9,675	9,675	9,675	9,675	9,675	9,675	9,675	9,675	9,675	9,675	116,101	122,371	128,979
Remuneration of councillors	1,848	1,848	1,848	1,848	1,848	1,848	1,848	1,848	1,848	1,848	1,848	1,848	22,176	23,373	24,635
Transfers and grants - other municipalities	656	656	656	656	656	656	656	656	656	656	656	656	7,871	8,296	8,744
Transfers and grants - other	190	190	190	190	190	190	190	190	190	190	190	190	2,283	2,406	2,536
Other expenditure	4,558	4,558	4,558	4,558	4,558	4,558	4,558	4,558	4,558	4,558	4,558	4,558	54,701	57,654	60,768
Cash Payments by Type	16,928	16,928	16,928	16,928	16,928	16,928	16,928	16,928	16,928	16,928	16,928	16,928	225,630	237,815	250,657
Other Cash Flows/Payments by Type															
Capital assets	5,683	6,644	6,644	6,644	6,644	6,644	6,644	6,644	6,644	6,644	6,644	(3,921)	68,198	71,881	75,763
Repayment of borrowing															

Other Cash Flows/Payments													
Total Cash Payments by Type													
NET INCREASE/(DECREASE) IN CASH HELD	22,611	23,571	23,571	23,571	23,571	23,571	23,571	23,571	23,571	23,571	23,571	35,506	309,696
Cash/cash equivalents at the month/year begin:	65,026	(21,150)	(21,150)	(21,150)	(21,150)	(21,150)	(21,150)	(21,150)	(21,150)	(21,150)	(21,150)	(33,085)	(9,618)
Cash/cash equivalents at the month/year end:	77,927	142,953	121,803	100,653	79,504	143,569	122,420	101,270	80,120	144,186	123,036	101,886	68,801
	142,953	121,803	100,653	79,504	143,569	122,420	101,270	80,120	144,186	123,036	101,886	68,801	59,183
													49,045

CAPITAL EXPENDITURE BUDGET AND FUNDING

Vote Description R thousand	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Single-year expenditure to be appropriated	2										
Vote 3 - Municipal Manager		34	240	48	60	60	60	-	-	-	-
Vote 4 - Budget and Treasury Office		7,066	2,581	-	1,560	1,560	1,560	-	-	-	-
Vote 5 - Corporate Services		-	229	1,681	1,524	2,124	2,124	-	2,000	2,108	2,222
Vote 6 - Local Economic Planning and Development		-	-	1,764	4,315	4,215	4,215	-	9,814	10,344	10,903
Vote 7 - Community and Social Services		-	185	710	2,360	1,360	1,360	-	2,700	2,846	2,999
Vote 8 - Infrastructure Services		41,222	52,750	58,803	52,792	96,761	96,761	-	53,684	56,583	59,639
Capital single-year expenditure sub-total		48,321	55,985	63,005	62,611	106,080	106,080	-	68,198	71,881	75,763
Total Capital Expenditure - Vote		48,321	55,985	63,005	62,611	106,080	106,080	-	68,198	71,881	75,763
Capital Expenditure - Functional											
Governance and administration		7,099	111	1,729	3,144	2,744	2,744	-	2,000	2,108	2,222
Executive and council		34		48	60	60	60				
Finance and administration		7,066	111	1,681	3,084	2,684	2,684		2,000	2,108	2,222
Internal audit											
Community and public safety		-	73	555	60	60	60	-	1,700	1,792	1,889
Community and social services									1,500	1,581	1,666
Sport and recreation											
Public safety			73	555	60	60	60		200	211	222
Housing											
Health											
Economic and environmental services		41,222	52,538	60,566	57,107	93,618	93,618	-	63,498	66,927	70,541
Planning and development		9,326	2,305	1,764	4,315	5,215	5,215		9,814	10,344	10,903
Road transport		31,896	50,233	58,803	52,792	88,403	88,403		53,684	56,583	59,639
Environmental protection											
Trading services		-	90	155	2,300	9,657	9,657	-	1,000	1,054	1,111
Waste water management											
Waste management			90	155	2,300	1,300	1,300		1,000	1,054	1,111
Other											
Total Capital Expenditure - Functional	3	48,321	52,811	63,005	62,611	106,080	106,080	-	68,198	71,881	75,763
Funded by:											
National Government		48,321	52,811	63,005	43,394	53,763	53,763		55,250	58,234	61,378
Transfers recognised - capital	4	48,321	52,811	63,005	43,394	53,763	53,763	-	55,250	58,234	61,378
Internally generated funds					19,217	52,317	52,317		12,948	13,648	14,385
Total Capital Funding	7	48,321	52,811	63,005	62,611	106,080	106,080	-	68,198	71,881	75,763

BASIC SERVICES DELIVERY										
Strategic Focus Area	5 year Objectives	Programmes/ Projects/ Strategies	Outputs Indicator	Baseline	Budget	Annual Target	Quarterly Targets			
							1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Road and storm water	To construct and maintain 100kms of access roads with storm water management	Maintenance of 100km access roads	25 Km access roads completed	Existing roads		25km Access roads maintenance (blading or patching) Maintenance of 25 KM access road as per the approved maintenance by 30 June 2020.	6.25km of road maintenance (patching and re-gravelling) completed in Mhlontlo wards per maintenance plan	6.25km of road maintenance (patching and re-gravelling) completed in Mhlontlo wards as per maintenance plan	6.25km of road maintenance (patching and re-gravelling) completed in Mhlontlo wards as per maintenance plan	6.25km of road maintenance (patching and re-gravelling) completed in Mhlontlo wards as per maintenance plan
						Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate
	To construct 8km surfaced roads.	Construction of 8km surfaced roads	Completed 6.73 in Qumbu site and 9.05km in Tsolo site	Gravel road	500 000	Tsolo Internal Surfacing Develop 1 Tsolo Internal Surfacing project design by 30 June 2020.	N/A	Facilitate the appointment of a service provider for consultant	Draft report to be submitted for the project.	Preliminary design and final design for the project.
						4 Reviewed Quarterly maintenance reports	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate	Approved maintenance plan reflecting road name and km, dated photos (before and after), expenditure report, internal completion certificate

BASIC SERVICES DELIVERY										
Strategic Focus Area	5 year Objectives	Programme s/ Projects/ Strategies	Outputs Indicator	Baseline	Budg et	Annual Target	Quarterly Targets			
							1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Road and storm water	To construct 120km gravel access roads	8.9 km Mdeni Access Road access road	8.9 km completed construction of gravel access roads	Gravel Road	R6 290 295.63	Construction of 8km Dumba-Tina Falls Access Road by 30 June 2020	Project designs complete for the project.	Facilitate the appointment of a service provider, Site handover and site establishment to be complete.	Road bed construction tipping and processing to be complete	Snag list address and the road to be practical complete
		8.0 km Dumba-Tina Falls Access Road access road	8.0 km completed construction of gravel access roads							
		6.5 km Machibi to Dumaneni Access Road access road	6.5km completed construction of gravel access roads			Construction of 6.5km Machibini to Dumaneni Access Road bu 30 June 2020	Project designs complete	Facilitate the appointment of a service provider, Site handover and site establishment to be complete.	Road bed construction tipping and processing to be complete	Snag list address and the road to be practical complete
		12.0 km Nkxotwe-Nkonkabi Access Road access road	12.0 km completed construction of gravel access roads			Construction of 12km Nkxotwe-Nkonkabi Access Raod by 30 June 2020.	Project designs complete	Facilitate the appointment of a service provider, Site handover and site establishment to be complete.	Road bed construction tipping and processing to be complete	Snag list address and the road to be practical complete
		10.52km for N2 Via Newrest to Dilizintaba Construction 30 June 2020	10.52km for N2 Via Newrest to Dilizintaba Construction to be completed	Gravel Road	R1 222 450	Construction of 10.52km for N2 Via Newrest to Dilizintaba 30 June 2020	Comple construction of 10.5 km gravel access road of N2 via newrest to Dilizintaba	N/A	N/A	N/A

		June 2020	5.39km for T162 via Sitopini to Hlabathi access road completed by 30 June 2020.	5.39km for T162 via Sitopini to Hlabathi access road completed	Gravel Road	R1 664 695	Construction of 5.39km for T162 via Sitopini to Hlabathi access road completed by 30 June 2020.	Completion of 15.39 km of gravel access road at Sitopiyeni to Hlabathi	N/A	N/A	N/A
		4.5km in Kimbili to Kimbili 2 access road completed by 30 June 2020.	4.5km in Kimbili to Kimbili 2 access road completed	Gravel Road	R1 214 463 52	Construction of 4.5km in Kimbili to Kimbili 2 access road completed by 30 June 2020.	Completion of 4.5 kilometers of Kimbili 1 to Kimbili 2	N/A	N/A	N/A	N/A
		POE					Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	N/A	N/A	N/A
To Rehabilitate 50.8 km of gravel access roads	Rehabilitation of 50.8 km of gravel access road	8km gravel access road rehabilitated	Existing roads	R5 316 862.17	Completion of rehabilitation on Zimbengwini, Khawamgongo Nyanisweni and Ngxakolo Access Road by 30 June 2020.	Rehabilitation of Zimbengwini, Khawamgongo Nyanisweni and Ngxakolo Access Road to be complete	Access road to be practical complete	N/A	N/A	N/A	N/A
				R4 182 026	Completion of rehabilitation on Khwamgongo Access Road by 30 June 2020	Tipping and processing of the entire road to be complete	Access road to be practical complete	N/A	N/A	N/A	N/A

To construct 15 high mast and street lights	Construction of 15 high mast lights and maintenance of street lights	No. of high masts constructed and street lights maintained	Existing high mast lights and street lights	R1 863 355,52	Maintenance of high mast and street lights	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.
	Maintenance of streets and high mast lights by 30 June 2020 and beyond.	Qumbu and Tsolo high mast lights and street lights maintenance	Existing High mast and streetlights	R1 101 055,52	Maintenance of 45 Street lights and 57 high mast lights in Qumbu and Tsolo as per need by 30 June 2020.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.	Number of high mast lights and street lights maintained in Qumbu and Tsolo, as per need by 30 June 2020.
POE					Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report	Needs report reflecting reported faults in relation to the 45 street lights in Qumbu and Tsolo with date reported and date repaired, expenditure report
Connection and energizing of 1600 households	Connection of 56 households at Rhwaxeni village in ward	Number of connected households	94% of historic back-log had been addressed	R1 232 000	Connection of 56 households at Rhwaxeni village in ward	Approved Designs to be in place	Site Establishment, Excavation and pole planting for MV and LV Lines to be complete	Stringing and transformer installation to be complete	Connection to be complete
	Connection of 244 households at Hlabathi village in ward			R4 222 000	Connection of 244 households at Hlabathi village in ward	Approved Designs to be in place	Site Establishment, Excavation and pole planting for MV and LV Lines to be complete	Stringing and transformer installation to be complete	Connection to be complete

Sporting Facilities	To construct and maintain arts, culture and sporting facilities in all wards	Promotion and development of sport, arts and culture activities	Completed sport field	Dilapidated sport field	R 3 544 218.00	Rehabilitation of Tsolo sports field completed by 30 June 2020.	Facilitate procurement processes and appointment of service provider.	Site establishment, clearance and earthworks	Construction of platform and fencing	Construction of Grand Stands and rubberised running track.
	Connection of 372households in Makhoti village	Connection of 243 households at Mangxamfu village in ward	POE		R 2 708 000	Reviewed quarterly project reports. Signed connection certificates of households.	Approved designs to be in place	Site Establishment, Excavation and pole planting for MV and LV Lines to be complete	Stringing and transformer installation to be complete	Connection to be complete
	Connection of 372households in Makhoti village	Connection of 243 households at Mangxamfu village in ward	POE		R 3 346 000	Reviewed quarterly project reports. Signed connection certificates of households.	Approved designs to be in place	Site Establishment, Excavation and pole planting for MV and LV Lines to be complete	Stringing and transformer installation to be complete	Connection to be complete
	Connection of 372households in Makhoti village	Connection of 243 households at Mangxamfu village in ward	POE		R 3 544 218.00	Reviewed quarterly project reports. Signed connection certificates of households.	Approved designs to be in place	Site Establishment, Excavation and pole planting for MV and LV Lines to be complete	Stringing and transformer installation to be complete	Connection to be complete
	Connection of 372households in Makhoti village	Connection of 243 households at Mangxamfu village in ward	POE		R 11 839 796	Reviewed quarterly project reports. Signed connection certificates of households.	Approved designs to be in place	Site Establishment, Excavation and pole planting for MV and LV Lines to be complete	Stringing and transformer installation to be complete	Connection to be complete

EPWP PROGRAMME	POE					Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	N/A
	Creation of 1500 EPWP work opportunities	EPWP Programme	Completed number of completed surfaced roads in Qumbu and Tsolo towns	Create job opportunities	0	260 Job opportunities to be created Appointment of 260 EPWP staff/personnel by 30 June 2020.	Creation and report on 65 job opportunities.	EPWP PROGRAMME	Creation of 1500 EPWP work opportunities	EPWP Programme
	Ensure community participation during project implementation	Trained Community representatives and the facilitate community meetings.	There is an ISD officer appointed responsible for community representative needs.	Ensure the community involvement to the implemented project	N/A	community engagements meetings, baseline survey, facilitate recruitment of labour, training of beneficiaries and Project Steering Committee members & reporting of non-financial impact to CoGTA during project implementation	Key activities would be as follows: community engagements meetings, baseline survey, facilitate recruitment of labour, training of beneficiaries and Project Steering Committee members & reporting of non-financial impact to CoGTA during project implementation	Key activities would be as follows: community engagements meetings, baseline survey, facilitate recruitment of labour, training of beneficiaries and Project Steering Committee members & reporting of non-financial impact to CoGTA during project implementation	Key activities would be as follows: community engagements meetings, baseline survey, facilitate recruitment of labour, training of beneficiaries and Project Steering Committee members & reporting of non-financial impact to CoGTA during project implementation	Key activities would be as follows: community engagements meetings, baseline survey, facilitate recruitment of labour, training of beneficiaries and Project Steering Committee members & reporting of non-financial impact to CoGTA during project implementation

Social Infrastructure	Ensure the enhancement of social Capital by providing social infrastructure	Facilitate the development and construction of Qumbu town hall and offices	Social Infrastructure	Ensure the enhancement of social Capital by providing social infrastructure	R10,000,000.00	Construction of completion of Qumbu town hall and municipal offices by 30 June 2020.	Completion of installation of aluminium windows and Completion of Roof installation for the main structure. Completion of plastering.	Ceiling installation. Sanitary fittings. Internal walls painting. Electrical installations and Floor finishes.	Packing, septic tank and storm-water drain construction Apron slabs and hand-rails installation. Completion of guard house and installation of gates. Landscaping.	N/A
			POE			Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	Project plan, progress report reflecting status of the project from consultant/contractor, dated photos, completion certificate signed by consultant/contractor and Hod, expenditure report	N/A

LOCAL ECONOMIC DEVELOPMENT RURAL DEVELOPMENT AND PLANNING										
SPATIAL PLANNING AND LAND USE MANAGEMENT										
SDBIP Quarterly target										
COMMUNITY SERVICES										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	QUARTERLY TARGETS			
							1 st quarter targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets
Waste Management	To ensure full compliance with waste management law and regulations.	Implementation of integrated waste management plan	Work completed towards Tsolo Waste Transfer station	Approved IWMP	R1 000 000	Establishment of Tsolo Waste Transfer station to ensure compliance completed by 30 June 2020	Appointment of service provider for fencing of the Tsolo Transfer Station	Appointment of service provider for the Construction of the Tsolo Transfer station Fencing of the Tsolo Waste Transfer Station	Monitoring and review of construction of Tsolo Waste Transfer Station	
			Maintenance completed as schedule	Landfill Site	R400 000	Quarterly maintenance of Qumbu landfill site by 30 June 2020	Rehabilitation of land fill site	Rehabilitation of land fill site	Rehabilitation of land fill site	Rehabilitation of land fill site
						Approved maintenance plan and Quarterly reports signed by HoD, Photos	Report signed by HoD, Photos	Report signed by HoD, Photos	Report signed by HoD, Photos	Report signed by HoD, Photos
EPWP	To ensure full compliance with waste management laws and regulations	EPWP	Number of waste management EPWP programmes undertaken	EPWP programmes	R3 000 000	Implement EPWP programmes on waste management (i.e. Appointment of xxx EPWP personnel, conduct 8 clean-up campaigns) by 30 June 2020.	Signing of EPWP contracts	Daily Street Cleaning	Daily Street Cleaning	Daily Street Cleaning
							2 clean-up campaign conducted at New Homes area (1 in Qumbu and 1 in Tsolo)	2 clean-up campaign conducted at New Homes area (1 in Qumbu and 1 in Tsolo)	2 clean-up campaign conducted at New Homes area (1 in Qumbu and 1 in Tsolo)	2 clean-up campaign conducted at New Homes area (1 in Qumbu and 1 in Tsolo)
						Reports signed by Hod on cleaning, Clean-up campaign registers, photos	Reports signed by Hod on cleaning, Clean-up campaign registers, photos	Reports signed by Hod on cleaning, Clean-up campaign registers, photos	Reports signed by Hod on cleaning, Clean-up campaign registers, photos	Reports signed by Hod on cleaning, Clean-up campaign registers, photos

Waste Management	To ensure full compliance with waste management law and regulations.	Refuse collection	Number of refuse bags distributed to all urban households by 30 June 2020.	Refuse Bags provided for 1611 urban households	R2 428 000	Purchase of 600 000 refuse bags for urban households by 30 June 2020.	Purchase of 150 000 refuse bags	Purchase of 150 000 refuse bags	Purchase of 150 000 refuse bags	Purchase of 150 000 refuse bags
	POE					600 000 Signed beneficiary confirmations, register of 600000 households and Delivery notes	Signed beneficiary confirmations by 150 000, register of 150000 households	Signed beneficiary confirmations by 150 000, register of 150000 households	Register of 300000 bags distributed Copy of appointment letters	Proof of purchase Copy of appointment letters
Social Services and Infrastructure	To provide integrated transport management services	Transport Management Services	Progress with the construction of the VTC	Registering Authority	R1 000 000	Construction of VTC (Vehicle Testing Centre) by 30 June 2020.	Appointment of service provider for Construction of VTC	Construction of VTC	Construction of VTC	N/A
	POE					Reviewed project reports and Completion certificate	Appointment letter and Reviewed project reports	Reviewed project reports	Reviewed project reports and Completion certificate	N/A
Social Services and Infrastructure	To revitalise the urban centres of Tsolo and Qumbu towns	Revitalisation of urban centres	No of successfully completed projects	No revitalisation projects	R50 000	Cleaning and greening (Conduct 10 grass cutting activities by 30 June 2020.	Grass-cutting at 3 municipal premises (2 in Qumbu and 1 in Tsolo)	Grass-cutting at 3 municipal premises (2 in Qumbu and 1 in Tsolo)	Grass-cutting at 3 municipal premises (2 in Qumbu and 1 in Tsolo)	- Grass-cutting along Church street - Caring and pruning of trees and flowers in Qumbu and Tsolo
	POE					Reports signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule,	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule,	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule,	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule,	Report signed by Hod for the cleaning and greening of urban centres in Qumbu and Tsolo town, approved cleaning and greening schedule,

					security company and HOD. Vehicle statistics register	Community and Safety plan Dated photos Attendance register signed by the security company	Vehicle statistics register		
Social Services and Infrastructure					Impounding of 1 000 stray animals by 30 June 2020.	Impounding of 250 stray animals	Impounding of 250 stray animals	Impounding of 250 stray animals	
					Maintenance of 2 Pound Sites by 30 June 2020.	Maintenance of Qumbu Pound Site and Purchasing of medicine and feed	Maintenance of Tsolo Pound Site	-	
					Progress report reflecting status signed by Hod	Signed appointment letters	Progress report reflecting status signed by Hod	Progress report reflecting status signed by Hod	Appointment letter
Social Services and Infrastructure					Cleaning and tagging of cemeteries	Tagging of cemeteries	Tagging of cemeteries	-Appointment of service provider for cleaning, provision of security, cemetery tagging and fencing of cemeteries	Cleaning, provision of security, Tagging of cemeteries and fencing of cemeteries.
					Fencing of cemeteries	Cleaning of xxx and tagging of xxx cemeteries. Fencing of xxx cemeteries	Registers of security provision Photos	Appointment letter Photos	Registers of security provision Photos
					2 cemeteries in Qumbu and Tsolo. No of existing cemeteries tagged	Clean and secure cemeteries and tagging	Cemetery Management		
					To provide adequate pound and cemeteries management service				

	Reduce by a quarter the unemployment rate and the number of people living in poverty by 2020	Ploughing of 100 food gardens	Business Plan for food gardens	Number of food gardens ploughed	R364000	Ploughing of 104 food gardens by 30 June 2020.	Develop Project Specification, Write Memos to SCM	Procurement of inputs and equipment. Ploughing of food gardens.	Ploughing of food gardens.	N/A
			POE				Copies of project specification and memos	Appointment of a service provider and photos of inputs. Photos	Photos	N/A
	Ensure rapid growth and development of strategic economic sectors	High value Crops production	4 hydroponic tunnels	No. of Hydroponic tunnels installed	R100 000	Repairing of 4 hydroponic tunnels by 30 June 2020.	Develop Specification for the repair hydroponic tunnels. Write Memos to SCM	Appointment of a service provider for hydroponic tunnels repairs	Repair of hydroponic tunnels	Repair of hydroponic tunnels
			POE				Copies of project specification and memos	Copy of orders and appointment letter	Photos	Photos
		Cooperative Development Centre	Building on a roofing stage but floors damaged by rains	Completion of Cooperative Development Centre	R2 100 000	Repair of damaged floors, roofing, ceiling, and painting Toleni CDC by 30 June 2020.	Completion of CDC	Completion of CDC	Completion of CDC	Completion of CDC
			POE				Appointment letter Technical Report and Completion Certificate	Appointment letter	Photos and technical report	Photos and technical report
		Bricking making	Business plan in Place	No. of Incubators established	R800 000	Construction of a steel warehouse for brick making incubator for training of beneficiaries by 30 June 2020.	Construction of an incubator	Construction of an incubator	Construction of an incubator	

	POE				Appointment letter Technical Report and Completion Certificate	Photos and technical report	Photos and technical report	Photos and technical report	
		Construction of 3 family chalets at Tsitsa falls	10 chalets and viewing deck next to the falls	No. of chalets constructed	R1 007 700	Construction of 3 family chalets by 30 June 2020.	Develop specification for the construction of family chalets	Appointment of a service provider	Construction of the family chalets
	POE				Appointment letter Technical Report and Completion Certificate	Photos and technical report	Photos and technical report	Photos and technical report	
Tourism Development		Purchase of Tsole Hawker Stalls	Existing hawker stalls in both Qumbu and Tsole	Number of Hawker Stalls purchased	R100 000	Purchase 10 Hawker stalls for Tsole hawkers by 30 June 2020.	Develop specification for the construction of family chalets	Appointment of a service provider	Hand-over of Hawker stalls
	POE				Appointment letter Technical Report and Delivery note and confirmations from beneficiaries.	Photos and technical report	Photos and technical report	Photos and technical report	
		Purchase of two tractors and implements	Two tractors purchased by DRDLR for the FPSU available	Two tractors and implements purchased	R2 007 000	Purchase of two tractors and implements	Develop specification for the construction of family chalets	Appointment of a service provider	Hand-over of tractors and implements
	POE				Appointment letter Technical Report and Delivery note and confirmations from beneficiaries.	Photos and technical report	Photos and technical report	Photos and technical report	
						Copy of building designs	Copy of appointment letter	Copy of appointment letter	Photos and project close out report

		Purchase of equipment for Qanda coffin manufacturing	The structure for coffin manufacturing is being constructed		R322 000	Purchase of equipment for Qanda coffin manufacturing (We need to be specific of what type of equipment!!!)	Development of specification	Appointment of service provider		
		POE					Copy of project specification and memos	Appointment letter	Invoice/s & Photos of tractors purchased,	Photos and close-out report
		Brick making	One brick making machine available	No. of beneficiaries trained	R670 690	Training of 60 beneficiaries on brick making	Develop terms of reference. Write memos to SCM	Procurement of a service provider	Training of beneficiaries	Training of beneficiaries
		POE					Copy of terms of reference and memos	Appointment of letter	Attendance register	Attendance register
Tourism Development		Host One Tourism Month event at Tsitsa Falls	Number of tourism events hosted	Tourism month event activities previously hosted by the municipality	R88 750	Host One Tourism Month event at Tsitsa Falls by 30 June 2020.	Develop concept document and host tourism event at Tsitsa Falls	N/A	N/A	N/A
		POE					Copy of concept document and photos of the event	N/A	N/A	N/A
		Bajodini Horse racing	Number of heritage event hosted	Horse racing event held yearly at Bajodini	R303 000	Host one heritage event (Horse racing) Bajodini	Develop concept document and stakeholder engagement	Host heritage event	N/A	N/A

		POE				Copy of concept document and photos of the event	Copy of concept document and photos of the event	Event report and photos of the event		
			Manage One stall in both the Tourism Indaba and Grahamstown Arts Festivals	Number of stall managed by Mhlonlo Crafters in both Durban and Grahamstown	ORTDM offers stall to all local municipalities.	R175 400	Manage one stall in the Tourism Indaba and one stand in the Grahamstown Arts Festival by June 2020.	Identify and prepare crafters and artists to participate in the Tourism Indaba and National Arts Festival	Identify and prepare crafters and artists to participate in the Tourism Indaba and Arts Festival	Manage one stall in the Tourism Indaba and one in the Grahamstown Arts Festival
							Photos of displayed Mhlonlo art and craft work and List of crafters and photos of craft and art work	List of crafters and photos of craft and art work	List of crafters and photos of craft and art work	Photos of displayed Mhlonlo art and craft work
Trade and Investment	Retain, grow and attract new investments linked to the Strategic economic sectors	Implementation of Trade and Investment Strategy	Trade and Investment Strategy in place	Hosted one business dialogue dinner	R193 750	POE	Host one Business Dialogue Dinner	Host one business dialogue dinner		
							Attendance Register, Photos, and Event report.	Attendance Register, Photos, and Event report.		
							Develop 1 Qumbu CBD regeneration Plan by 30 June 2020.	Develop Project Specification, Write memo to BTO and Monitor procurement processes to facilitate the appointment of a service provider	Develop Inception Report and Produce Situational Analysis Report	Completed Qumbu CBD regeneration Plan and a Project close-out report
			Development Qumbu CBD regeneration Plan	Existing Municipal SDF	Completed Qumbu CBD regeneration Plan	R200 000				

			POE			Copy of the Qumbu CBD Regeneration plan	Copy of the terms of reference that serves as specification document and Copy of the memo requesting services of the service provider.	Copy of the Situational Analysis and Draft Situational Analysis	Copy of the Qumbu CBD Regeneration plan		
Land Management	Use	To guide and manage development according to the vision, strategies and policies of the Integrated Development Plan and Spatial Development Framework, and in the interest of the general public to promote sustainable development and quality of life.	Development of wall to wall Land use management system in compliance with SPLUMA	SPLUMA Act and SPLUMA BY-LAWS	Completed wall to wall Land use management system in compliance with SPLUMA	R600 000	Develop wall to wall Land use management system in compliance with SPLUMA	Develop Project Specification, Write Memo to BTO for procurement of a service provider	Develop Inception Report	Prepare and Produce a wall to wall Land Use Management Framework	Complete and produce Land Use Management System and a close out report
				POE			Copy of Wall to wall Land Use Management System and a Copy of a close out report	Copy of the terms of reference that serves as specification document and Copy of the memo requesting services of the service provider.	Copy of the Inception report	Copy of the wall to wall Land Use Management Framework	Copy of Wall to wall Land Use Management System and a Copy of a close out report

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets 1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
Human resources alignment and development	To review and ensure maintain an IDP-aligned organisational structure by 30 June 2020 and beyond.	Organisational review and Alignment	Date by which final reviewed organogram for 2019/20 financial year is submitted to council for approval.	Current organogram council approved	Nil	Final reviewed organogram for 2019/20 financial year submitted to council for approval by 30 June 2020.	NA	NA	Prepare and submit draft reviewed organogram for 2019/20 to council	Final reviewed organogram for 2019/20 financial year is submitted to council by 30 June 2020.
						Organogram, council resolution	NA	NA	Draft Organogram, council resolution	Organogram, council resolution
		Job evaluation	Number of reports prepared and submitted for job grading to PAC and placement reports	Job descriptions completed & Evaluation underway	Nil	3 reports prepared on the progress of the job grading and placement reports	Signing of all employee Job descriptions and Grading	1 report prepared and submitted for job grading by Provincial Audit Committee (PAC). 1 Report prepared on placement.	1 report prepared and submitted for job grading by Provincial Audit Committee (PAC). 1 Report prepared on placement.	1 report prepared and submitted for job grading by Provincial Audit Committee (PAC). 1 Report prepared on placement.

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION									
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Quarterly Targets			
						1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
		Skills Development Project	POE		R 500 000	Report signed by Hod Job grading and placement report	Signed job descriptions, placement report	Report signed by Hod, placement report	Report signed by Hod, placement report
						35 councillors and 10 traditional leaders trained by 30 June 2020	N/A	5 councillors, 3 traditional leaders trained	15 councillors, 2 traditional leaders trained
						4	Signed attendance register bearing the names of Councillors and the traditional leaders trained and proof of payment of Training Provider	Signed attendance register bearing the names of Councillors and the traditional leaders trained and proof of payment of Training Provider	Signed attendance register bearing the names of Councillors and the traditional leaders trained and proof of payment of Training Provider
			POE		R 1 000 000	Attendance registers bearing the name of Councillors and the traditional leaders trained and proof of payments for the training providers conducted the trainings.	10 officials who successfully completed skills programmes	10 officials who successfully completed skills programmes	20 officials who successfully completed skills programmes
						50 officials who successfully completed skills programmes by 30 June 2020	10 officials who successfully completed skills programmes	10 officials who successfully completed skills programmes	20 officials who successfully completed skills programmes

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION									
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Quarterly Targets			
						1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
		Skills Development	No of successfully completed skills programmes by 30 June 2020	WSP and Training Development Policy	R 50 000	Signed attendance registers bearing the names of officials	Signed attendance registers bearing the names of officials	Signed attendance registers bearing the names of officials	Signed attendance registers bearing the names of officials
						N/A	N/A	N/A	Twelve 12 Training committee members capacitated
						N/A	N/A	Ten (10) Local Labour Forum members capacitated	N/A
						N/A	N/A	Ten (10) Occupational Health and Safety committee members capacitated	N/A
		POE				Signed attendance registers bearing the names of officials and councillors	N/A	Signed attendance registers bearing the names of officials and councillors	N/A

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			4 th Quarter Targets
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	
			No of successfully completed skills programmes by 30 June 2020	WSP and Training Development Policy	R 100 000	10 First Aid Members trained by June 2020	N/A	N/A	10 First Aid Members trained	N/A
		Skills Development				Signed attendance registers bearing the names of officials and councillors	N/A	N/A	Signed attendance registers bearing the names of officials and councillors	N/A
			No of successfully funded employees for formal qualifications by June 2020		R 75 000	Five (5) employees funded for formal qualification by June 2020	N/A	N/A	Five (5) employees funded for formal qualification	N/A
						Signed attendance registers bearing the names of officials and proof of payment	N/A	N/A	Signed attendance registers bearing the names of officials and proof of payment	N/A
		Institutional Transformation	Reviewed employment equity plan and submission of the report to Department of Labour by 30 June 2020	Employment Equity Plan	R 68 855	Reviewed Employment equity plan and submission of the report to the Department of Labour by 30 June 2020.	Review current employment equity plan	Submit reviewed employment equity to council structures	Submit employment equity report to the Department of Labour	Monitor implementation of employment equity plan

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION											
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets				4 th Quarter Targets
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets	
						Reviewed EEP, Proof of submission or acknowledgment of receipt	Reviewed EEP,	Reviewed EEP, signed minutes and attendance registers of council structures	Proof of submission/acknowledgement of receipt	Reviewed EEP, progress report signed by Hod, payroll/appointment letters	
Institutional policies and systems	To align institutional policies and systems with best practise in local government by 30 June 2021.	Develop, Review and Implement HR Policies and procedure manuals	Reviewed and new developed policies and procedure manuals are submitted to council	Systems and policies in place	R 335 335	Reviewed and new developed policies and procedure manuals submitted to council by 30 June 2020.	NA	NA	Conduct Policy workshop to align, review and develop new policies and procedure manuals	reviewed and new developed policies and procedure manuals submitted to council	
						Reviewed and new developed policies, council resolution	NA	NA	Signed attendance registers for the policy review	Reviewed and new developed policies, council resolution	
OHS and Employee wellness	To promote a health and wellness culture among Councilors and municipal employees by 30 June 2021.	OHS and Employee Wellness	Number of wellness programmes conducted by 30 June 2020.	OHS and wellness policies and plans in place		Two (2) wellness programmes conducted by 30 June 2020.	NA	One (1) wellness programme conducted	N/A	One (1) wellness programme conducted	
					R100 000	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness	Progress report signed by Hod reflecting implemented wellness progress, supporting evidence relevant to the wellness	

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
OHS and Employee wellness	To promote a health and wellness culture among Councilors and municipal employees by 30 June 2020.	OHS and Employee Wellness				the wellness programmes implemented		programmes implemented		programmes implemented
			Number of sports activities conducted by 30 June 2020		4 outgoing matches, 12 incoming matches	1 outgoing match and 3 incoming matches	1 outgoing match and 3 incoming matches	1 outgoing match and 3 incoming matches		
					Attendance register, pictures and proof of transportation and catering	Attendance register, pictures and proof of transportation and catering	Attendance register, pictures and proof of transportation and catering	Attendance register, pictures and proof of transportation and catering		
			Number of site visits for OHS conducted by 30 June 2020.		Four (4) site visits for OHS conducted by 30 June 2020.	One (1) site visit conducted	One (1) site visit conducted	One (1) site visit conducted		
					Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report	Proof of site visits signed by site representative, site visit report		
			Purchased and serviced fire extinguishers by June 2020	OHS and wellness policies and plans in place		Purchase and service of fire extinguishers	N/A	Purchase and service of fire extinguishers	N/A	
						Signed delivery note of fire extinguishers and Invoice from service provider	N/A	Signed delivery note of fire extinguishers and Invoice from service provider	N/A	

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
		POE	Improved hygiene standards by June 2020			Provision and utilization of sanitary bins by June 2020	Appointment of a service provider to provide and collect sanitary bins	Collection of sanitary bins	Collection of sanitary bins	Collection of sanitary bins
						Appointment of a service provider to provide for collecting sanitary bins	Signed appointment letter	Appointment letter and proof of payment	Appointment letter and proof of payment	Appointment letter and proof of payment
						3 reports on the disposal of old records by 30 June 2020	N/A	1 report on the disposal of old records	1 report on the disposal of old records	1 report on the disposal of old records
						Collection of all documents from departments for filling and disposal by 30 June 2020	Collection of all documents from two departments for filling and disposal	Signed list of the disposed old records	Signed list of the disposed old records	Signed list of the disposed old records
			Facilitation of disposal of old records	File Plan and Procedure manual						
			Centralized records management	File Plan and Procedure manual						
						Proof of receipt of documents from two departments, filling checklist signed by responsible official	Proof of receipt of documents from two departments, filling checklist signed by responsible official	Proof of receipt of documents from two departments, filling checklist signed by responsible official	Proof of receipt of documents from two departments, filling checklist signed by responsible official	Proof of receipt of documents from two departments, filling checklist signed by responsible official

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION										
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets			
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets
						Scanning of all institutional documents submitted to Registry	Scanning of all documents from two departments	Scanning of all documents from two departments	Scanning of all documents from one departments	Scanning of all documents from one departments
						Signed proof of submission to register	Signed proof of submission to register	Signed proof of submission to register	Signed proof of submission to register	Signed proof of submission to register
Information and Communication Technology (ICT) innovation and information management	To ensure adequate availability of critical ICT Infrastructure in line with the ICT strategy and governance policies by 30 June 20 and beyond	ICT innovation and information management.	Reviewed IT Management Strategy submitted to council structures by 30 June 2020 Reviewed IT Governance Policy submitted to council structures.	ICT Governance Framework Policy	R 200000	Upgrade of the municipality switchboard and internet connection by 30 June 2020	Submission of the approved memo and project specification for upgrading of the municipality switchboard and internet.	N/A	Upgrade of municipality switchboard and internet connection.	N/A
							Signed and approved memo and project specification		Signed project completion certificate.	
							N/A	Submission of the approved memo and project specification for advertising of the EDMS.	N/A	Implementation of the municipal EDMS.
					R175000	Purchasing of municipal Electronic Document Management System (EDMS) by 30 June 2020.		Signed and approved memo and project specification		Signed project completion certificate

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION											
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets				
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets	
						Upgrade of municipality WIFI connectivity by 30 June 2020.	N/A	N/A	Submission of the approved memo and project specification for advertising of the WIFI upgrade.	Implementation of the municipal WIFI upgrade.	
								Signed and approved memo and project specification	Signed project completion certificate.		
						Operations and maintenance of ICT Infrastructure by 30 June 2020.	Operations and maintenance of ICT Infrastructure	Operations and maintenance of ICT Infrastructure	Operations and maintenance of ICT Infrastructure		
						Submission of signed operations and maintenance report register	Submission of signed operations and maintenance report register	Submission of signed operations and maintenance report register	Submission of signed operations and maintenance report register		
						Implement IT Governance Policy plan by 30 June 2020.	N/A	One (1) ICT Steering committee meeting	N/A	One (1) ICT Steering committee meeting	
Labour relations	To strengthen and maintain good relations within the workplace by 30 June 2020.	Strengthening of labour relations	No of successful LLF meetings convened	Functioning Local Labour Forum	NIL		Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers	
						Twelve (12) LLF meetings convened by 30 June 2020	Three (3) LLF meetings convened	Three (3) LLF meetings convened	Three (3) LLF meetings convened		

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION											
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets				4 th Quarter Targets
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets	
			by 30 June 2020.			Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers	Signed minutes and attendance registers	
Performance Management	To review current, and implement a fully cascaded municipal-wide performance management system by 30 June 2020 and beyond	Performance Management	Performance reviews for the 1 st , 2 nd and 3 rd quarter conducted by 30 June 2020	PMS policy and framework in place	R680 000	Performance reviews for the 1 st , 2 nd and 3 rd quarter conducted by 30 June 2020	Conduct performance reviews for 4 th quarter 2018/19	Conduct performance reviews for the first quarter 2019/2020	Conduct performance reviews for the second quarter 2019/2020	Conduct performance reviews for the third quarter 2019/2020	
			POE			Signed evaluation register, performance evaluation report	Signed appointment letter	Signed evaluation register, performance evaluation report	Signed evaluation register, performance evaluation report	Signed evaluation register, performance evaluation report	
mSCOA	To be a financially viable municipality by 2020 and beyond	Comply with MFMA Regulations on mSCOA	% compliance of Departmental Management Accounts by 30 June 2020.	Approved mSCOA budget	NIL	100% compliance on approved Departmental budget by 30 June 2020	100% compliance on approved Departmental budget by 30 June 2020	100% compliance on approved Departmental budget by 30 June 2020	100% compliance on approved Departmental budget by 30 June 2020	100% compliance on approved Departmental budget by 30 June 2020	
			POE			Budget compliance checklist signed by Hod and CFO	Budget compliance checklist signed by Hod and CFO	Budget compliance checklist signed by Hod and CFO	Budget compliance checklist signed by Hod and CFO	Budget compliance checklist signed by Hod and CFO	
Good Governance	To achieve a responsive, accountable, inclusive municipal governance and administrative	Comply with all Municipal policies and by-laws	Number of quarterly reports prepared on implementation of	Municipal policies and by-laws	NIL	4 quarterly reports prepared on implementation of policies and by-laws, on of policies and by-laws.	1 quarterly report prepared on implementation of policies and by-laws, disciplinary, grievance	1 quarterly report prepared on implementation of policies and by-laws, disciplinary, grievance	1 quarterly report prepared on implementation of policies and by-laws, disciplinary, grievance	1 quarterly report prepared on implementation of policies and by-laws, disciplinary, grievance	

INSTITUTIONAL CAPACITY BUILDING AND TRANSFORMATION											
Priority Area	Municipal Objective	Programme / Project	Key Performance Indicator	Baseline	Budget	Annual Targets	Quarterly Targets				
							1 st quarter targets	2 nd Quarter Targets	3 rd Quarter Targets	4 th Quarter Targets	
		Moral regeneration movement	POE		R486 300	Conduct 4 meetings, 4 awareness campaigns	Conduct 1 meetings, 1 awareness campaign	Conduct 1 meetings, 1 awareness campaign	Conduct 1 meetings, 1 awareness campaign	Conduct 1 meetings, 1 awareness campaigns	
					Signed minutes and attendance register	Signed minutes and attendance register	Signed minutes and attendance register	Signed minutes and attendance register			
		Training and capacitation of Ward Committee members		Number of trained Ward Committee members by 30 June 2020	Established Ward Committees	R 697 600	Training of 130 ward committee members.	Submission of approved memos for advertising	Conduct training of 65 Ward Committee members	Submission of approved memos for advertising	Conduct training of 65 Ward Committee members
						Signed minutes and attendance registers reflecting dates and ward numbers	Signed memos.	N/A Signed minutes and attendance registers reflecting dates and ward numbers	Signed memos.	Signed minutes and attendance registers reflecting dates and ward numbers	
Information and Communication Technology (ICT) innovations and information management	Communications and Public relations	Outside broadcast	Number of digital broadcasting awareness hosted by 30 June 2020	Outside broadcast sound bites	R150 000	Nine (9) Outside broadcasts (OB) event support By 30 June 2020.	Submission of approved memos and coordination of activities for two (2) OB.	Submission of approved memos and coordination of activities for two (2) OB.	Submission of approved memos and coordination of activities for two (2) OB.	Submission of approved memos and coordination of activities for three (3) OB.	
							Signed memos and attendance registers.	Signed memos and attendance registers.	Signed memos and attendance registers.	Signed memos and attendance registers.	

	Radio slots	Number of live broadcasts on community radio stations by 30 June 2020	Sound bites.			Sixteen (16) Live dial-in Radio slots by 30 June 2020.	Submission of approved memos and coordination of activities for four (4) radio slots.	Submission of approved memos and coordination of activities for four (4) radio slots.	Submission of approved memos and coordination of activities for four (4) radio slots.	Submission of approved memos and coordination of activities for four (4) radio slots.
				R 000			Signed memos and attendance registers.	Signed memos and attendance registers.	Signed memos and attendance registers.	
	Audio billboards & Live reads	Number of Billboards & live reads by 30 June 2020	N/A		R 000	Ten (10) Billboards/Live reads by 30 June 2020	Submission of approved memos and coordination of activities for two (2) Billboards/Live.	Submission of approved memos and coordination of activities for two (2) Billboards/Live.	Submission of approved memos and coordination of activities for three (3) Billboards/Live	
							Signed memos and attendance registers.	Signed memos and attendance registers.	Signed memos and attendance registers.	
	Media Tours	Number of Media Tours conducted by 30 June 2020	1 Media tour T solo 500			Six (6) Media Tours (MT) by 30 June 2020	Submission of approved memos and coordination of activities for one (1) MT.	Submission of approved memos and coordination of activities for two (2) MT.	Submission of approved memos and coordination of activities for two (2) MT.	
							Signed memos and attendance registers.	Signed memos and attendance registers.	Signed memos and attendance registers.	
	State of the Municipal Address	State of the Municipal Address by 30 June 2020	N/A		R107 500	One (1) State of the Municipal Address	N/A	N/A	N/A	Submission of approved memos and coordination of activities

GOOD GOVERNANCE										
Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	QUARTERLY TARGETS			
							1 st quarter targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets
Social Services and Infrastructure	To promote the interests of special and vulnerable groups by 30 June 2020	Special Programmes (HIV/Aids, Disabled, Women, Elderly, Youth and Children)	Number of Successful SPU programmes (Children) coordinated per the implementation plan by 30 June 2020	Support to designated groups	R403 900	Review of SPU implementation plan (Children). 2 SPU programmes (Children) coordinated per implementation plan by 30 June 2020	Review and monitor the children's programme implementation Plan	Conduct awareness campaign against child abuse in 2 identified wards	Coordinate back to school campaign. Procure, plan and buy preschool chairs and tables then deliver them in 5 identified wards.	Procure and plan the Buying of pre-school inputs for 5 unfunded pre-schools and deliver.
							Conduct awareness campaigns against child abuse in 2 wards	Procure, plan the Buying of pre-school inputs for 5 unfunded pre-schools	Conduct awareness campaigns against child abuse in 2 wards	Conduct awareness campaigns against child abuse in 2 wards
									Implementation plan signed by Hod. Signed attendance registers for awareness campaign. Memo, and signed proof of	Signed attendance for the awareness campaign registers bearing the name, venue and date of the campaign

Priority Area	Municipal Objective	Programme/Project	Key Performance Indicator	Baseline	Budget	Annual Targets	QUARTERLY TARGETS			
							1 st quarter targets	2nd Quarter Targets	3rd Quarter Targets	4th Quarter Targets
Revenue Collection Historic Debt	To ensure monthly collection on historic	Revenue collection	% Monthly debt collection	R5.2 million	N/A	To ensure monthly collection rate of 100% on arrear debt (Government) by 30th June	Collection of R1.3 million debt by 30th September 2019	Collection of R1.3 million debt by 30th September 2019	Collection of R1.3 million debt by 31 st March 2020	Collection of R1.3 million debt by 30 th June 2020
	To ensure monthly collection on historic	Revenue collection	% Monthly debt collection	R12.5 million	N/A	To ensure monthly collection rate of 30% ((R12.5 *0.30) =R3,75 million) on arrear debt (Businesses) by 30th June	Collection of R937 500 debt by 30th September 2019	Collection of R93 750 debt by 31 st December 2019	Collection of R93 750 debt by 31 st March 2020	Collection of R93 750 debt by 30 th June 2020
	To ensure monthly collection on historic	Revenue collection	% Monthly debt collection	R17.6 million	N/A	To ensure monthly collection rate of 25% ((R17.6 *0.25) =R4.4 million on arrear debt (Households) by 30th June	Collection of R1.1 million debt by 30th September 2019	Collection of R1.1 million debt by 31 st December 2019	Collection of R1.1 million debt by 31 st March 2020	Collection of R1.1 million debt by 30 th June 2020
	To ensure monthly collection on historic	Revenue collection	% Monthly debt collection	R1.8 million	N/A	To ensure monthly collection rate of 100% on arrear debt (Farmers) by 30th June	Collection of R450 000 debt by 30th September 2019	Collection of R450 000 debt by 31 st December 2019	Collection of R450 000 debt by 31 st March 2020	Collection of R450 000 debt by 30 th June 2020
	To ensure monthly collection on current debts	Revenue collection	% Monthly debt collection	R1 077 933	N/A	To ensure monthly collection rate of 30% on arrear debt (Government) by 30th June	Collection of R269 483 debt by 30th September 2019	Collection of R269 483 debt by 31 st March 2020	Collection of R269 483 debt by 30 th June 2020	Collection of R269 483 debt by 30 th September 2019

Revenue Collection – Current year debts	To ensure monthly collection on current debts	Revenue collection	% Monthly debt collection	R5 419 906	N/A	To ensure monthly collection rate of 30% on arrear debt (R5419906 *30%=R1 625 971.8(Businesses) by 30th June	Collection of R406 493 debt by 31 st December 2019	Collection of R406 493 debt by 31 st March 2020	Collection of R406 493 debt by 30 th June 2020	Collection of R406 493 debt by 31 st December 2019
	To ensure monthly collection on current debts	Revenue collection	% Monthly debt collection	R2 632 502	N/A	To ensure monthly collection rate of 40% on arrear debt ((R2 632 502*40%=R1 053 000(Households) by 30th June	Collection of R263 250 debt by 31 st December 2019	Collection of R263 250 debt by 31 st March 2020	Collection of R263 250 debt by 30 th June 2020	Collection of R263 250 debt by 31 st December 2019
	To ensure monthly collection on current debts	Revenue collection	% Monthly debt collection	R350 000	N/A	To ensure monthly collection rate of 50% on arrear debt ((350000*50%=R175000(Farmers) by 30th June	Collection of R43 750 debt by 31 st December 2019	Collection of R43 750 debt by 31 st March 2020	Collection of R43 750 debt by 30 th June 2020	Collection of R43 750 debt by 31 st December 2019
Data Cleansing	POE					Revenue Collection Report, debtors age report	Revenue Collection Report, debtors age report	Revenue Collection Report, debtors age report	Revenue Collection Report, debtors age report	Revenue Collection Report, debtors age report
	To ensure monthly collection on both historic and current debts	Data Cleansing	Approved Supplementary valuation roll by 30 th June 2020	An Approved General valuation roll by council		Preparation of 1 Supplementary valuation roll by 30 th June 2020	N/A	N/A	Supplementary Valuation roll	N/A
	POE					Approved Supplementary valuation	N/A	N/A	N/A	N/A
	To ensure that all indigent people have access to free basic electricity (FBE)	Free basic electricity (FBE)	% provision of indigent households	Approved indigent register		Update Indigent register and 50% of indigent households receive FBE				
			Reviewed Indigent register							

Revenue Management	To develop and fully implement a Revenue Enhancement and Management Strategy	Development of revenue management enhancement strategy	Date by which the draft revenue Management Strategy plan submitted to the MM office of the MM	Revenue enhancement strategy	Review revenue enhancement strategy by 30 th June 2020	N/A	N/A	Review revenue enhancement strategy	N/A
		POE			Reviewed revenue enhancement strategy	N/A	N/A	Reviewed revenue enhancement strategy	N/A
Expenditure Management	To develop, review and implement expenditure management policy by 30 June 2021.	Credit Payments	Percentage of received invoices per month against number of payments made within 30 days	Creditors all paid within days	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	N/A	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements	100% payment for creditors and other service providers to be done within 30 days as per MFMA requirements
		POE					Invoices with received stamp/register of received invoices with date of receipt	Invoices with received stamp/register of received invoices with date of receipt	Invoices with received stamp/register of received invoices with date of receipt

							as proof of review. Preparation of Quarterly of Asset Management Report and signed off as proof of review.	and signed off as proof of review. Preparation of Quarterly of Asset Management Report and signed off as proof of review.	as proof of review. Preparation of Quarterly of Asset Management Report and signed off as proof of review.
						POE	4 Reviewed Reconciliations and Reviewed Quarterly Report	4 Reviewed Reconciliations and Reviewed Quarterly Report	4 Reviewed Reconciliations and Reviewed Quarterly Report
						Asset Management	Submission of the GRAP complaint Fixed Asset Register to AG.	N/A	N/A
						POE	Confirmation from the AG.		
							Purchase and implementation of Asset Verification System by 31 August 2019.	N/A	N/A
						POE	Proof of receipt and delivery		
						Asset Management	Construction and completion of phase 1 of the Asset Disposal sit by 30 September 2019	Construction and completion of phase 2 of the Asset Disposal sit by 31 December 2019	Construction and completion of the Asset Disposal sit by 31st March 2020.
						Asset Management	Construction and completion of an Asset Disposal Site by 30th June 2020.		N/A

		POE			Progress reports and Completion Certificates	Signed of progress by the CFO	Signed of progress by the CFO	Completion Certificate	
Supply Chain Management	To ensure that supply chain policies comply with MFMA and all relevant regulations by 30 June 2021.	Procurement Plan Management & Implementation 2019/20	Date by which Procurement Plan is approved	Ineffective procurement plan- 2018/19	Approved Procurement Plan by 31 July 2019	Approved Procurement Plan by 31 July 2019	Send reminder correspondences to user department of procurement plan targets	Send reminder correspondences to user department of procurement plan targets	Draft of the 2020-2021 procurement plan for approval for submission to the CFO
		POE				Procurement plans signed-off by CFO and MM	Proof of emails sent	Proof of emails sent	Proof of submission
			% Implementation of the approved Procurement Plan by 30 June 2020		100% Implementation of the approved Procurement Plan by 30 June 2020	100% Implementation of approved procurement plan by 30 September 2019	100% Implementation of approved procurement plan by 30 March 2020	100% Implementation of approved procurements by 30 June 2020	
		POE			Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates	Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates	Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates	Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates	Approved Procurement Plan, relevant procurement documentation in line with procurement plan dates
		Demand Management	100% Updated accredited service provider register and supplier day hosted by 30 June 2020.	Accredited prospective service provider Register for 2018/2019	100% Updated and Verified register of accredited prospective service providers by 30 June 2020	100% Updated list of accredited prospective service providers by 30 September 2019	100% Updated list of accredited prospective service providers by 30 December 2019	100% Updated list of accredited prospective service providers by 30 March 2020	100% Updated list of accredited prospective service providers by 30 June 2020

				Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents	Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents	Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents	Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents	Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents	Updated and Verified register of accredited prospective service providers (with evidence of update) and source documents
				Conduct Supplier Day by 30 September 2019	Verification of accredited prospective service	10% of Procurement plan budget procured locally	10% of Procurement plan budget procured locally	10% of Procurement plan budget procured locally	15% of Procurement plan budget procured locally
				Signed attendance register for Supplier day and invitation	Verification report signed-off by CFO	10% of Procurement plan budget procured locally	10% of Procurement plan budget procured locally	10% of Procurement plan budget procured locally	15% of Procurement plan budget procured locally
				SCM Policy					
				Date by which Supplier Day is conducted	POE				
				Percentage of Procurements between R30 000.00 and R200 000.00 procured locally by 30 June 2020	Awarded bids, Deviation Register, Reports on Regulation 32 bids for 2019/20				
				POE					
				% of Procurement plan budget spent locally (youth)	Supplier database				
				POE					
				% of Procurement plan budget	Supplier database				

		committee by 30 June 2020				within 10 working days after the end of the quarter.	after the end of the quarter.	10 working days after the end of the quarter.	within 10 working days after the end of the quarter.
		POE			Quarterly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the STANCO, EXCO and the Council	Quarterly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the STANCO, EXCO and the Council	Quarterly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the STANCO, EXCO and the Council	Quarterly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the STANCO, EXCO and the Council	Quarterly reports on Irregular expenditure signed-off by CFO, signed minutes and attendance register of the STANCO, EXCO and the Council
					Signed contracts/ service level Agreements for all the bids awarded within 7 days from the date of appointment by 30 June 2020	Signed contracts/ service level Agreements for all the bids awarded within 7 days from the date of appointment by 30 June 2020	Signed contracts/ service level Agreements for all the bids awarded within 7 days from the date of appointment by 30 June 2020	Signed contracts/ service level Agreements for all the bids awarded within 7 days from the date of appointment by 30 June 2020	Signed contracts/ service level Agreements for all the bids awarded within 7 days from the date of appointment by 30 June 2020
		POE		Contract register is in place		Signed SLAs/Contracts, signed appointment letter/s	Signed SLAs/Contracts, signed appointment letter/s	Signed SLAs/Contracts, signed appointment letter/s	Signed SLAs/Contracts, signed appointment letter/s
				Contract register is in place		Submission of reports on Awarded bids to National treasury within 10 days after Month end and 12 updated contract registers	Submission of reports on Awarded bids to National treasury within 10 days after Month end and 3 updated contract registers	Submission of reports on Awarded bids to National treasury within 10 days after Month end and 3 updated contract registers	Submission of reports on Awarded bids to National treasury within 10 days after Month end and 3 updated contract registers

	policies and procedures	POE			Preparation of 12 month Reporting	1.Appointment of Fleet Officer 2.Motor vehicle licence	Motor vehicle Licence	Motor vehicle licence	Motor vehicle licence										
			Number of Monthly reports reviewed	Monthly reports			1. Preparation of three (3) Monthly Fleet Management reports.	1. Preparation of three (3) Monthly Fleet Management reports	1. Preparation of three (3) Monthly Fleet Management reports	1. Preparation of three (3) Monthly Fleet Management reports									
		POE				Reviewed Fleet Monthly and Reviewed Fleet Quarterly Report			Reviewed Fleet Monthly and Reviewed Fleet Quarterly Report	Reviewed Fleet Monthly and Reviewed Fleet Quarterly Report									
						Preparation of a Fleet Management Quarterly Report	Preparation of a Fleet Management Quarterly Report	Preparation of a Fleet Management Quarterly Report	Preparation of a Fleet Management Quarterly Report										